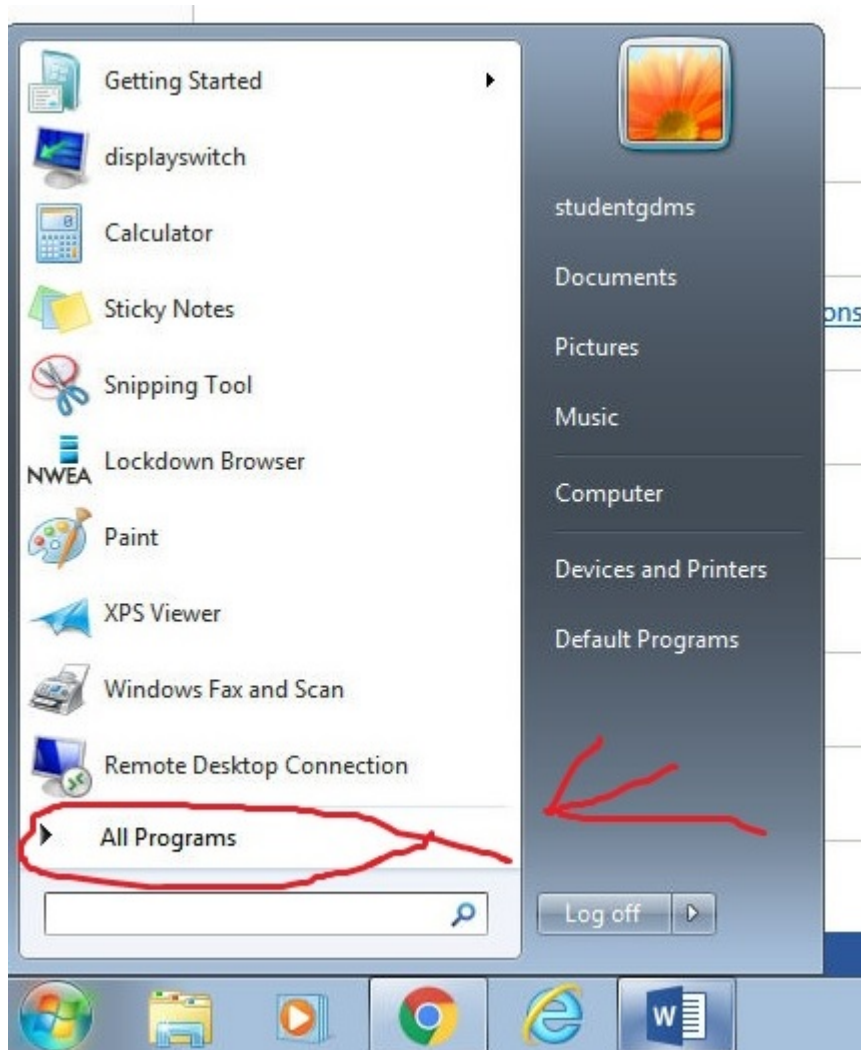


1. Now we need to Open Microsoft Word. This is easy, click the windows start button down at

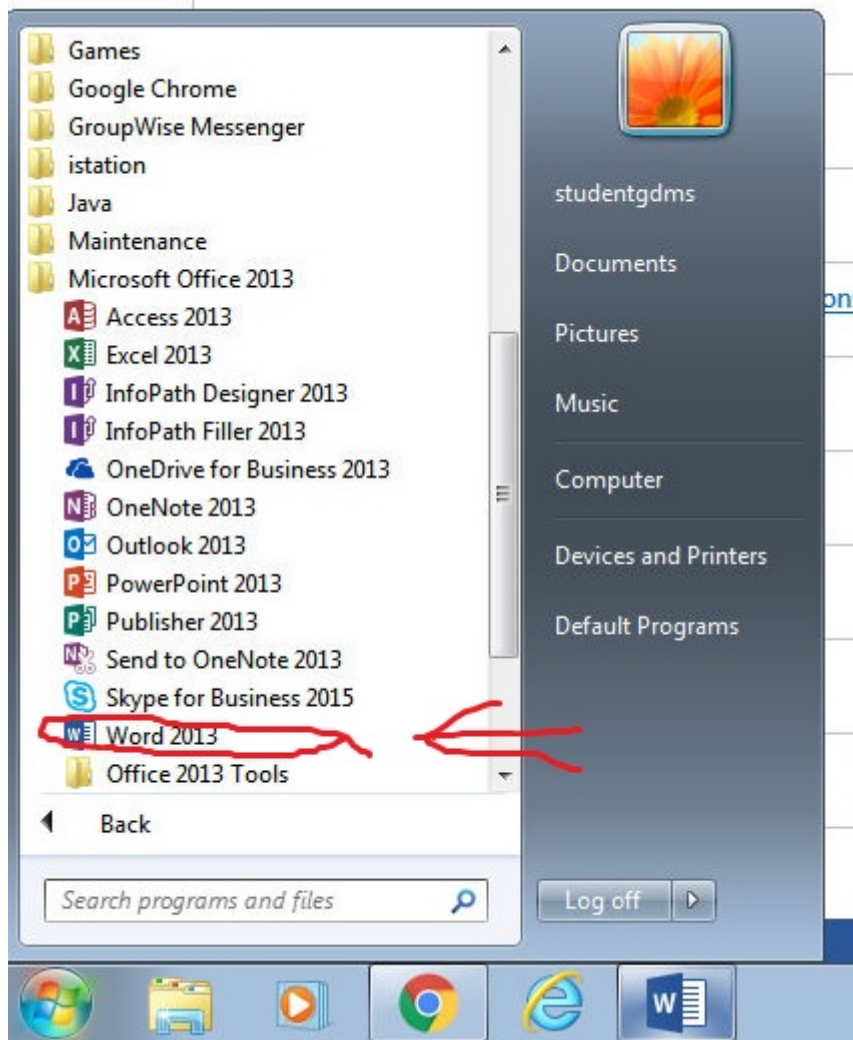


the bottom left hand side of the page – it looks like this: and the windows menu will pop up.

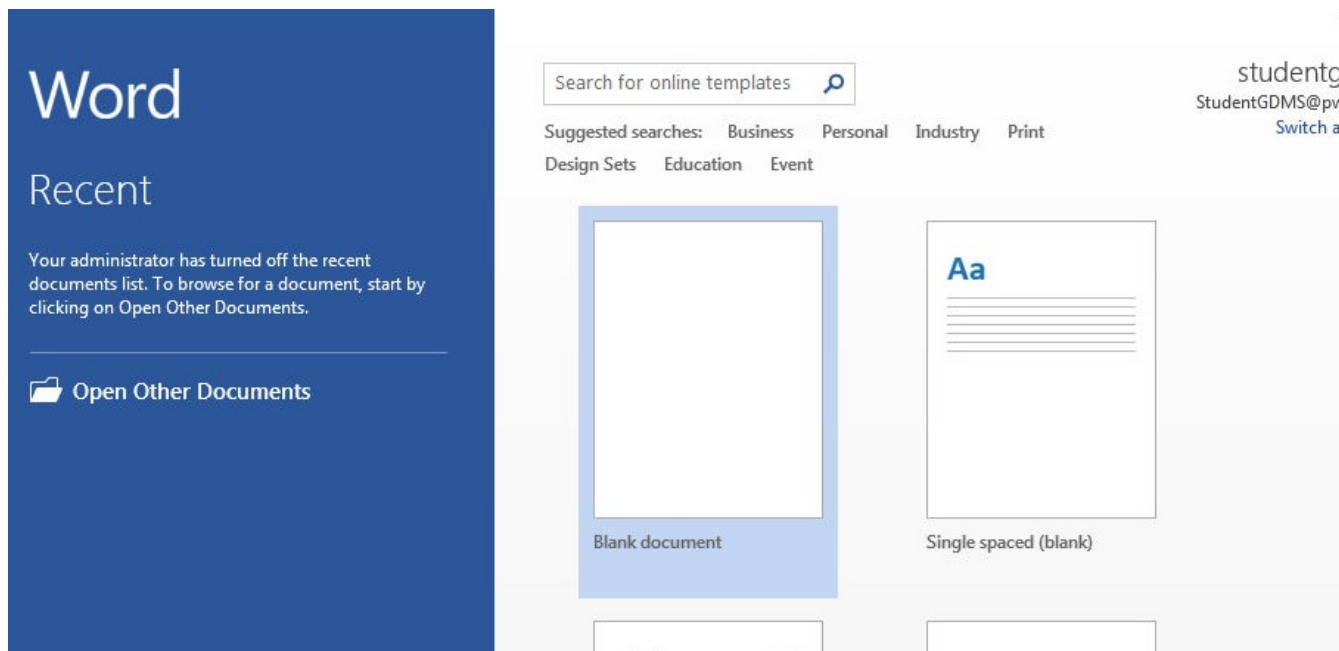
2. Now click on All Programs



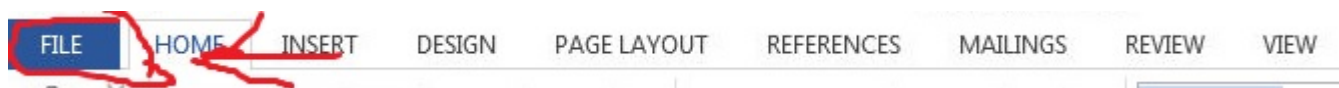
3. Now click on the folder that says “Microsoft Office 2013” and then click on Word 2013 (if it says Office 2010 or anything else, use that version)



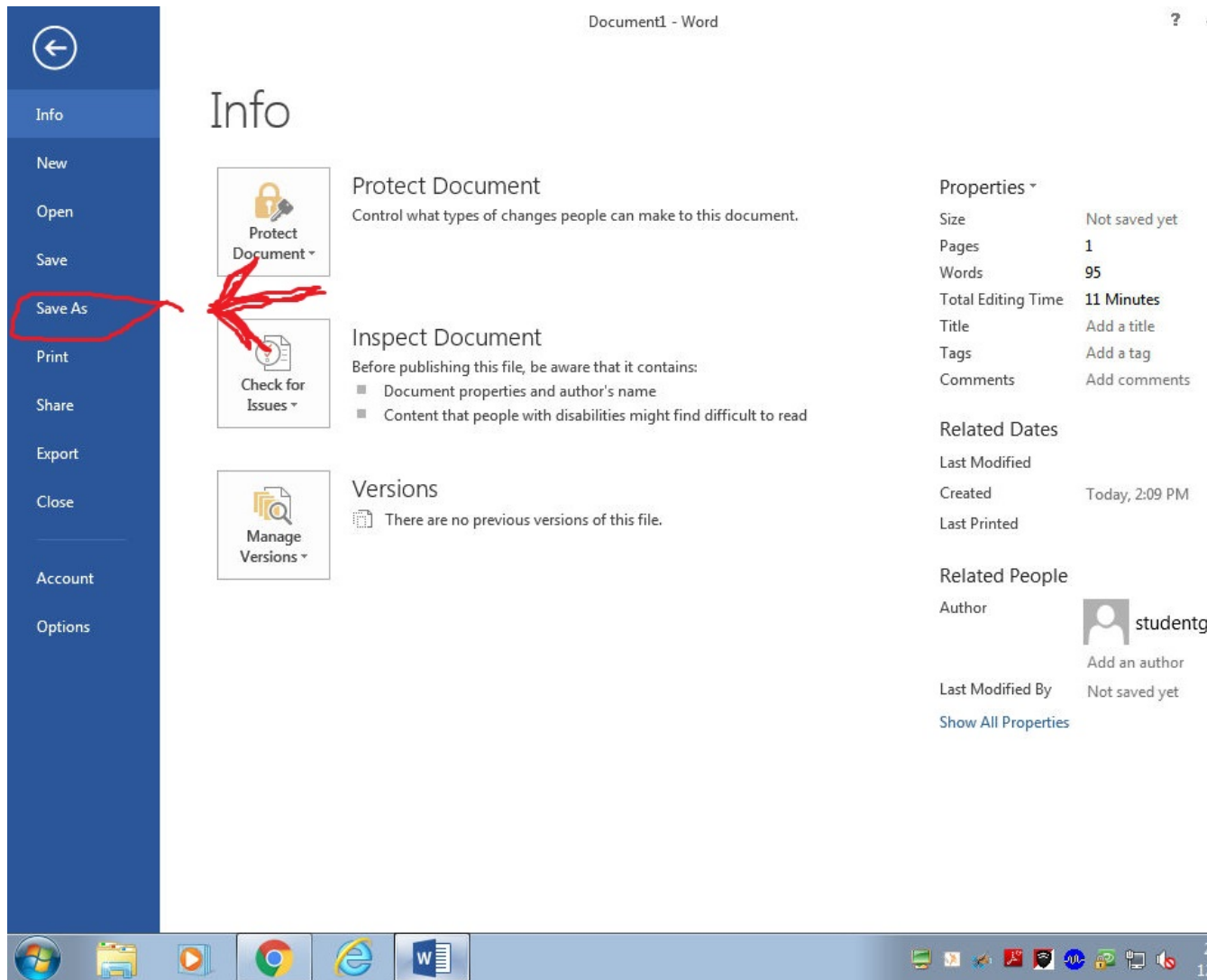
4. Now we will open a new blank document. If any messages pop up, please let me know. Click Blank Document, as in the picture below:



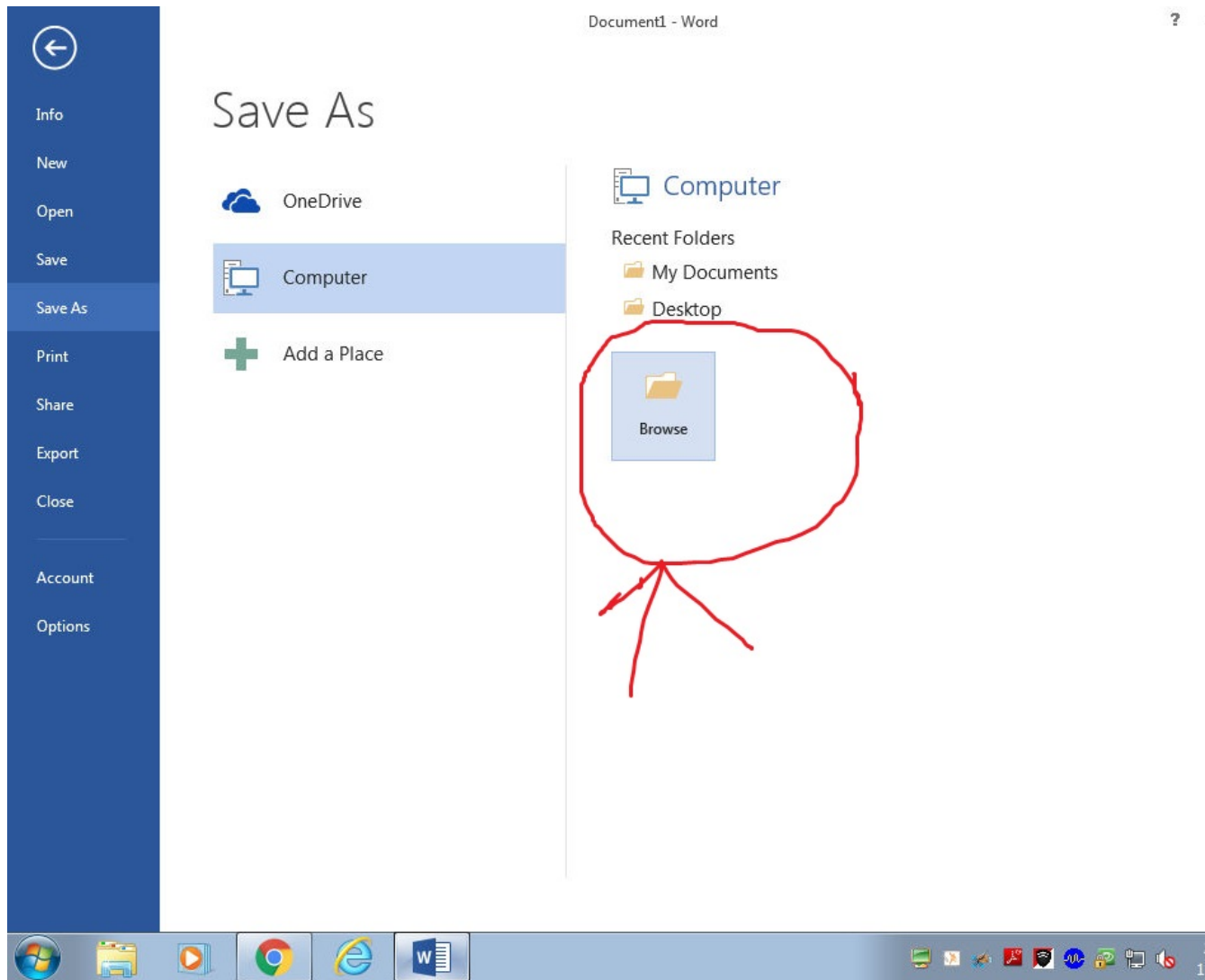
5. You may start answering your questions here. Make sure you write your First and Last name, the name of the assignment, and your period and if you are a Blue or Gold day, at the top of the Word document before you start to answer the questions.
6. If you did all of these steps correctly, at the end of class, you will save this file. To do this, you first click on “File” at the top in the blue.



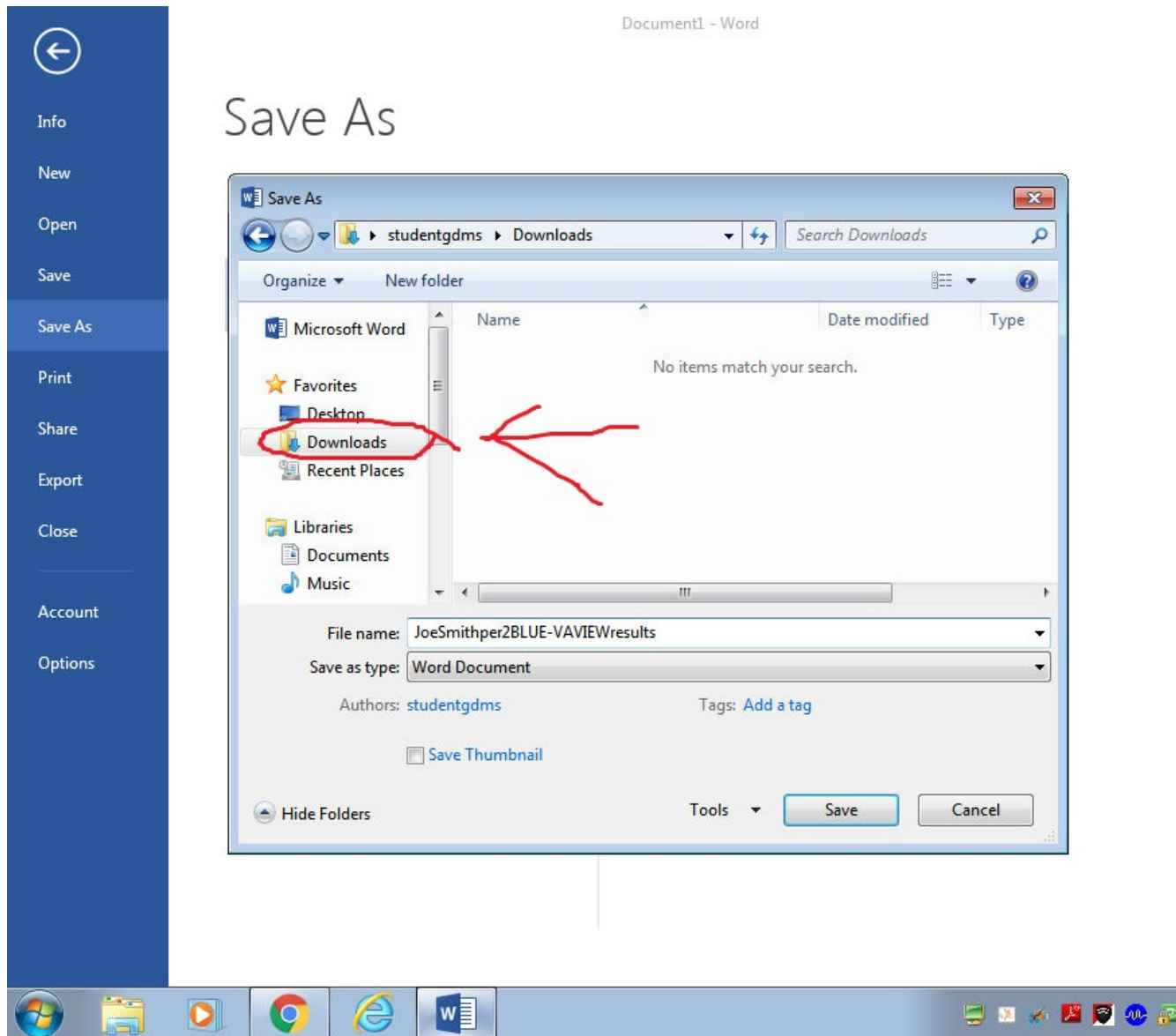
7. Next you click on Save As – see picture below:



8. Next click on Browse as in the picture below:



9. Now click on the downloads folder to the left. If you have made a folder to store all of your work into with your name on it, you can double click it on the right hand side. If not, you can just save this file to the downloads folder, but **MAKE SURE YOU PUT YOUR NAME ON IT!!** Save it with the name **JoeSmithper2BLUE-HollandCode**. **MAKE SURE YOU NAME IT LIKE THAT SO IT CAN BE TURNED IN AND GRADED.**



10. Make sure you click Save from the picture above.

11. MAKE SURE YOU HAVE THIS FILE SAVED AND YOU HAVE ALL OF THE CATEGORIES WITH NUMBERS SAVED IN THE WORD FILE! WE WILL BE RE-USING THIS WORD FILE MULTIPLE TIMES TO HELP YOU FIND YOUR CAREER!!